

DD/S

8-4859

8 JUL 1978

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Approval to Reimburse Actual
Expense in Lieu of Per Diem

1. This memorandum submits a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 3.

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2. Mr. [REDACTED] (Chief, Personnel Procurement Division) and Mr. [REDACTED] (Chief, Clerical Recruitment Branch) are attending the annual three-day conference of the Southern College Placement Officers Association. Participation in such conferences is an important technique for establishing recruitment leads and sources. Participants in the conference are assigned rooms in the hotel housing the conference headquarters and we have been advised that rentals will be at least \$21 per day. The blanket travel order for recruitment officers provides a per diem allowance of \$12.00 which is substantially less than the cost of quarters alone for this particular conference.

3. We believe it is inequitable to require these officers to absorb the considerable difference between actual and necessary expenses of attending the conference and the maximum per diem allowance. Accordingly, it is recommended that you sign the attached travel order amendments to authorize reimbursement of actual expenses.

[REDACTED]

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Gordon M. Stewart
Director of Personnel

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